

27 February 1953

MEMORANDUM FOR: WAGE AND CLASSIFICATION DIVISION

THROUGH: DD/P/Admin

25X1A

SUBJECT: Reclassification of Positions in the
Division, [REDACTED]

25X1A

1. It is requested that position BW-62 be reclassified on the basis of the position description attached, entitled Secretary-Steno.

2. The functions formerly assigned to position BW-62 are being transferred to BW-23 in the Administrative Division. A revised description for position BW-23 will be submitted.

3. An additional position description is submitted to replace those now in your files for BW-73 and BW-74. This description is submitted in order to present as accurately as possible the current assignment of duties.

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25X1A [REDACTED]

Attachments: 2 Position Descriptions
1 Organizational Chart